

PERSONNEL ACTION FREEZE GUIDELINES

Effective January 26, 2009

The University of South Florida will implement a personnel action freeze, effective immediately, in order to prepare for anticipated State budget reductions for fiscal year 2009-10. As a result, all personnel actions that have a cost associated with their implementation will be suspended, delayed or frozen until further notice.

Guidelines

Specifically, this initiative will apply to personnel in **ALL** pay plans (faculty, staff, administration and temporary (formerly OPS) non-student) with the exception of the following:

1. Those who are funded 100% from contracts or grants (C&G);
2. Temporary Student;
3. FWSP appointments.

Personnel actions that are suspended, delayed, or frozen include:

1. Posting and advertising of vacant positions (including temporary);
2. Appointments of new or current employees to vacant positions (including temporary);
3. Increases in FTE to existing employees;
4. Changing appointments of temporary employees to regular;
5. Extensions of temporary appointments, including emergency, visiting and acting;
6. Pay for performance, bonus and/or meritorious service salary increases;
7. Classification actions that do not result directly from workforce reductions or consolidation of areas, responsibilities and/or duties.

Any exceptions *must* be submitted in writing to the appropriate VP/CEO who will submit a request for final approval to the President. Only those that have received official approval will be processed.

Any requests for exception must include the following:

1. Specific reason for the exception, including the direct impact on core and essential business operations;
2. Show how suspending, delaying or freezing requested action would negatively impact on essential or critical business operations;
3. Show that other methodologies and/or options have been explored and exhausted.

All other salary actions (promotions, additional/higher level duties, special pay increases including stipends) for all personnel including C&G employees, must be approved by the respective Vice President.

All personnel actions currently in process (defined as any personnel action currently in the Human Resources Office that is date stamped as received on or before January 23, 2009) will be processed. All employment offers will be honored and all current personnel actions, including searches underway, will continue.

This process will be in place until further notice.